


# State of Kansas Contract Milestones

*Statewide Management, Accounting and Reporting Tool*

- Navigate to **Customer Contracts** → **Create and Amend** → **Create Milestones** and choose your contract
- Choose a **Milestone Template** for your contract
- Add any milestone conditions
- To change an existing milestone template click the **Milestone Definition** button 

Milestone Template	Description
DATE1	Date Type Milestone
DESIGN	Design Complete
ENHANC	Enhancements Complete
GOLIVE	System Go Live
INSTAL	Installation Complete
MILE1	Milestone Type Milestone
PCMILE	MS From Projects
SQL1	SQL Type Milestone
START	Contract Work Started
UPGRAD	Upgrade Complete
SHIP01	Product Shipped
INST01	Product Installation

You must set the **Milestone Status** field to “Ready” before the system can perform any processing. After the system processes a “Ready” milestone and confirms that the required conditions are met, the system changes the milestone status from “Ready” to “Completed” and no longer enables changes.

Milestone Status	Description
Pending	Milestones are ignored by the Milestone Processing Application Engine. You can only add or delete milestone conditions for milestones with a status of “Pending”.
Ready	Milestones are processed by the Milestone Processing Application Engine. When you change the milestone status to “Ready”, and click the <b>Save</b> button, edit checking validates that you have correctly entered all fields for both the milestone and its conditions.
Completed	The Milestone Processing Application Engine updates the milestone status to “Completed” after its conditions are met.
Cancelled	Cancel a milestone before it’s complete by manually setting the Milestone Status field to “Cancelled”. A cancelled milestone cannot have its status changed back to “Pending”.